

**GUIDELINES FOR COMPLETION OF  
PLAN OF ACTIVITIES FOR  
POST GRADUATE PROFESSIONAL EXPERIENCE (PPE)**

**I. PPE SETTING**

- A. The PPE is defined as not less than nine (9) months of full-time professional employment pertinent to the license being sought. Full-time is defined as nine months (36 weeks) of employment for a minimum of thirty (30) clock hours of work a week. This requirement also may be fulfilled by part-time employment as follows:

Hours worked per week:	Required length of employment:
25-29 hours/week	12 months (48 weeks)
20-24 hours/week	15 months (60 weeks)
15-19 hours/week	18 months (72 weeks)

The Beginning and Estimated Ending Dates should reflect the amount of time required to fulfill the necessary amount of professional employment according to the above requirements.

**III. PLAN OF PROFESSIONAL ACTIVITIES**

**A. Applicant Activity:**

For full time PPE, it is suggested but not required that at least 80% of the work week be in direct client contact (assessment, diagnosis, evaluation, screening, habilitation or rehabilitation) related to the management process. For example, in a 30 hour work week, at least 24 hours should be distributed among activities 1 through 3. Items 4 through 6 should reflect the balance of hours in the work week. Part time hours should be completed proportionately.

EXAMPLE:

Applicant Activity	Number of HOURS Each WEEK to be Spent by Applicant
1. Assessment, diagnosis, and/or evaluation	3

2. Screening	1
3. Habilitation/Rehabilitation	22
4. Inservice Training	1
5. Record Keeping	3
6. Other (Specify)	
TOTAL (equal to hours/week)	30

### A. Supervisory Activity

PPE Supervision must include the personal and direct involvement of the supervisor. The PPE supervisor must directly observe the diagnostic and therapeutic procedures to monitor and evaluate the applicant's performance in professional employment.

The PPE is divided into 3 equal segments, each segment representing one third of the total experience. EXAMPLE: a nine month PPE is divided into three segments of three months each; an 18 month PPE is divided into three segments of six months each ( 201 KAR 17:012).

The PPE supervisor must complete no less than 36 supervisory activities spaced uniformly throughout the PPE.

- On-site Observations: The supervisor must complete at least 18 on-site observations in direct supervision of clinical activities (a minimum of one hour = one on-site observation). At least 6 on-site observations must be accrued during each third of the PPE. (Up to 6 hours may be accrued in one day.)
- Other Monitoring Activities: In addition to direct supervision, the PPE supervisor must complete 18 other monitoring activities, at least 6 per segment. Such activities may include:
  - Conferring with the applicant concerning clinical treatment strategies
  - Monitoring changes in clients' communication behaviors
  - Evaluating the applicant's records
  - Monitoring the applicant's participation in case conferences
  - Evaluating the applicant on the basis of consultation with professional

colleagues and employers

- Evaluating the applicant's work on the basis of consultation with clients and their families
- Monitoring the applicant's contributions to professional meetings and publications, as well as participation in other professional growth opportunities

EXAMPLE: (based on full-time, nine month employment)

Supervisory Activity	On-Site Observations (minimum of 6 hours per segment)	Other Monitoring Activities (minimum of 6 hours per segment)
Segment One	6 (2 per month)	6 (2 per month)
Segment Two	6 "	6 "
Segment Three	6 "	6 "
Total On-Site Occasions*	18	
Total Other Activities*		18

\*must be a minimum of 18 total in each area

**Supervisor must sign affidavit for the application to be considered complete.**